



Town of Florence  
Public Works Department  
444 N. Warner Street  
Florence, AZ 85132  
(520) 868-7614  
[www.florenceaz.gov](http://www.florenceaz.gov)

**Statement of Qualifications  
ON-CALL ENGINEERING SERVICES  
SOQ 11042019-1, 2 (CFD 1) and 3 (CFD 2)  
ADDENDUM #1  
Questions and Answers  
September 30, 2019**

**QUESTION 1:** SOQ-11042019-1, 2 and 3 – are these one in the same? Or can we submit for each separately?

**ANSWER:** They are all separate and must be submitted separately.

**QUESTION 2:** Is there a pre-submittal conference?

**ANSWER:** No, there is no pre-submittal conference.

**QUESTION 3:** I assume the Town of Florence will have access to this on-call, but what are the immediate, known needs for the Merrill Ranch Community Facilities District?

**ANSWER:** The developers working in the CFD's are busy. There is a bond issuance that is being worked on presently. There are also CFD books for completed Units as well.

**QUESTION 4:** Page 24: Organization Profile. Financial Information. Is it possible to attach the required financial information under a separate and confidential cover?

**ANSWER:** Yes

**QUESTION 5:** Clarify the type of information/specifics for what is expected for "Rating/Issuer" and "Score/Rank"? Is this a credit rating or credit score with a bank?

**ANSWER:** See attached.

**QUESTION 6:** Is it possible that the information on the longevity and service history of an organization on the earlier portions of the form are enough to assure the Town that an organization is stable enough to deliver on a commitment made inside a contract with the Town?

**ANSWER:** Yes

**QUESTION 7:** General: How many copies are required or is this an electronic submittal?

**ANSWER:** 1 Original Signed / 5 Copies – SOQ states 10 copies, but this has been changed to 5

**QUESTION 8:** General: How many consultants will you be selecting for each service category?

**ANSWER:** There hasn't been a decision on this. The Town of Florence is relatively small and doesn't need 10 to 20 consultants. There will only be one consultant chosen for CFD 1 and 2. The

General Civil will probably be limited to 3. The utility could be expanded to as many as 5. Survey will be either be 2 or 3.

**QUESTION 9:** Can we reproduce the forms in Word or other format as long as PDF is generated?

**ANSWER:** Yes.

**QUESTION 10:** General: Which forms are required for submittal and which are required at contract award?

**ANSWER:** See attached.

**QUESTION 11:** Page 5: The selection panel will review and score the SOQs based on selection criteria and relative weight of the selection criteria. Can you share the selection criteria?

**ANSWER:** See attached.

**QUESTION 12:** Page 6: Check-box for services – is a separate submittal required for each service?

**ANSWER:** Yes

**QUESTION 13:** Page 23: Organization Profile. Licenses/Certifications. Is this for the firm or for the proposed assigned individuals? Are license numbers to also be provided for sub-consultants?

**ANSWER:** 1. Individual 2. Only if you prefer.

**QUESTION 14:** Page 25: Experience and Capacity Questionnaire: The three single sided pages per service is for each of the four services or for the subservices listed under General Civil (land development, hydrology & hydraulics, road & traffic, dry utilities, 404 federal permitting)?

**ANSWER:** Page 26, each of four separate services and separate submittals.

**QUESTION 15:** Page 29-31: Experience References. Is there a limit on the number of projects allowed for each of the four services? Or is it three projects for all of the services a firm may provide?

**ANSWER:** See attached.

**QUESTION 16:** Page 32-34: Key Personnel Proposal. Is there a limit on the number of personnel allowed for each of the four services? Or is it three personnel for all of the services a firm may provide? Do you also want personnel descriptions and resumes from sub-consultants?

**ANSWER:** No limit. Please utilize the maximum amount of pages listed as advantageously as possible.

**QUESTION 17:** Page 50, 52, & 53: Scope of Work: Tasks 4, 5, and 6: There are a number of services included in this scope. Is it intended that a firm list sub-consultants for any listed services they do not provide in-house?

**ANSWER:** Yes, it is intended that firms list sub-consultants for services they don't provide in house.

**QUESTION 18:** Merrill Ranch #1 and Merrill Ranch #2: General: Can we use your answers to the Engineering Services questions to be the same or similar to these other RFQs?

**ANSWER:** Yes.

**QUESTION 19:** Is the max \$500k for all four categories or for each category?

**ANSWER:** Each category.

**QUESTION 20:** Can we discuss Federal Permits under Water/Wastewater Design and Analysis?

**ANSWER:** Yes.

**QUESTION 21:** Which set of questions under survey should be addressed?

**ANSWER:** The two sets are essentially the same. Use the first two.

**QUESTION 22:** Should we submit a W-9 with our financial information?

**ANSWER:** Yes.

**QUESTION 23:** Does the "Town of Florence Contract for Project" form need to be signed?

**ANSWER:** No, not at submittal.

**QUESTION 24:** On page 24, what Rating/Issuer information are you looking for?

**ANSWER:** See attached.

**QUESTION 25:** Are we limited in the number of Key Personnel Proposal and Experience Reference forms we include?

**ANSWER:** No limit. Please utilize the maximum amount of pages listed as advantageously as possible.

**QUESTION 26:** Can you confirm that we can include a cover, cover letter, and table of contents?

**ANSWER:** See attached.

**QUESTION 27:** Do you require a USB copy?

**ANSWER:** See attached.

**QUESTION 28:** For the Experience and Capacity Questionnaire and Key Personnel Proposal forms, can we replicate the form information in our own format, or do we need to fill out the forms as they are in the RFQ? Some of the responses are not likely to fit in the given areas on the Experience and Capacity Questionnaire form.

**ANSWER:** Replicate as you see fit.

**QUESTION 29:** Should the Experience Reference forms be filled out with a general client reference we have served, or with a specific project reference? Is the information we include on these forms limited to one page each?

**ANSWER:** Your choice. Please utilize the maximum amount of pages listed as advantageously as possible.

**QUESTION 30:** Noting that the Scope of Work for the Merrill Ranch CFD #1 and CFD #2 are identical to the scope in the RFQ for On-Call Engineering Services for Public Works, can you provide more details on why there are two separate solicitations?

**ANSWER:** Two separate CFD's. That simple.

**QUESTION 31:** The SOQ states that *"Interested parties must obtain a **Request for Qualifications** and **Preliminary Project Scope** prior to submitting a Statement of Qualifications."* Can you please confirm that is one and the same and the RFQ and Preliminary Scope is not separate from the SOQ we received?

**ANSWER:** One and the same.

**QUESTION 32:** We believe an error was made in the way of leaving in the first statement, “I \_\_\_\_\_ of the Town of Florence, In the County of Pinal and the State of Arizona.....”. Our authorized signer is not of the Town of Florence, but of the City of Phoenix. Can we expect to see an amended form with this sentence either removed or edited with fillable spaces in the form of an addendum?

**ANSWER:** If needed, an amended form will be included.

**QUESTION 33:** Non-Collusive Certification - Can you please confirm that the upper portion of the Non-Collusive Certification is to be filled out by a Town representative. Specifically State of, SS., County of, and the I, \_\_\_\_\_ of the Town of Florence sections.

**ANSWER:** If needed, an amended form will be included.

**QUESTION 34:** We are interested in submitting our SOQ for the Public Works On Call Engineering Services, and wanted to just confirm the Insurance requirements. The following coverage is listed in the insurance requirements, which I haven’t seen quite this high before, and just wanted to confirm they are truly required:

. Excess or Umbrella Liability	
1.) General Aggregate per job	\$3,000,000
Per policy year	\$5,000,000
2.) Each Occurrence per job	\$3,000,000
Per policy year	\$5,000,000

**ANSWER:** Pending Legal Response Addendum #2 will be issued for clarification.

**QUESTION 35:** What financial information do you need, or do we need to submit that at this time? If so, can we email password protected documents instead of paper copies?

**ANSWER:** Email is fine.

**QUESTION 36:** In the description on pages 4 and 5, the scope is described to include architectural services, but architecture is not included in the EXPERIENCE AND CAPACITY QUESTIONNAIRE or the STATEMENT OF QUALIFICATIONS SCHEDULE list. Will those forms include architectural services?

**ANSWER:** Architectural services is not included.

**QUESTION 37:** Can we add tasks or skills i.e., Landscape Architect, Street Lights / Traffic Engineering, Historic Architecture?

**ANSWER:** Yes.

**QUESTION 38:** Three resume forms are included in the SOQ. Are we limited to the number of resumes we can provide or can we copy those and provide additional?

**ANSWER:** See attached.

**QUESTION 39:** What forms are required for the subcontractors listed?

**ANSWER:** See attached.

**QUESTION 40:** In the EXPERIENCE AND CAPACITY QUESTIONNAIRE for civil, the fourth item is “Road and Traffic Design Dry Utilities Experience”. Was that intended to be two items:

- Road and Traffic Design

- Dry Utilities Experience

**ANSWER:** Yes.

**QUESTION 41:** Can you expand and clarify what you are looking for in regards to Federal Permitting experience?

**ANSWER:** See attached.

**QUESTION 42:** Are we required to have 3 references per services (General Civil, Water & Wastewater, Geotechnical, Land Surveying) or 3 general references?

**ANSWER:** 3 references for each submittal. They can be the same though if you prefer.

**QUESTION 43:** Are we required to have 3 key personnel per each service (General Civil, Water & Wastewater, Geotechnical, Land Surveying)?

**ANSWER:** 3 references for each submittal. They can be the same though if you prefer.

**QUESTION 44:** On page 23 of the SOQ, the organization profile form, do the licenses/certification required to be all Arizona staff?

**ANSWER:** No.

**QUESTION 45:** Is there a required page limit to the SOQ?

**ANSWER:** See attached.

**QUESTION 46:** Is there a requirement to how the SOQ is packaged (sealed envelope) ?

**ANSWER:** See attached

**QUESTION 47:** Are we required to fill out all of the Experience and Capacity questionnaires forms (SOQ, page 25-28) if we are submitting on one service?

**ANSWER:** No

**QUESTION 49:** Does an original signature copy need to be submitted?

**ANSWER:** See attached.

**QUESTION 50:** Is there a page limit to "Experience References" section?

**ANSWER:** Please follow the instructions, please utilize the maximum amount of pages listed as advantageously as possible.

**QUESTION 51:** Is there a page limit to "Key Personnel Proposal" section?

**ANSWER:** Please follow the instructions, please utilize the maximum amount of pages listed as advantageously as possible.

## PROPOSAL REQUIREMENTS

Proposals shall be no longer than 25 single-sided pages, on 8 ½" X 11" paper, with 12-point arial font size. Fee proposals and all administrative documents, including resumes, should be included in an appendix and will not be counted towards the page limit.

One (1) original with five (5) copies of your proposal must be submitted on or before **10:00 a.m. on Monday, October 7, 2019** by hand delivery: to be checked in at the Town Clerk's Office, 775 N. Main Street, Florence, AZ 85142. Reference: **SOQ ON-CALL ENGINEERING SERVICE**

**Electronically transmitted proposals will not be considered.**

All proposals will be date stamped as the TOF Clerk's Office receives them. The proposal opening will not be open to the public.

Proposers solely are responsible for the timeliness of their submittals. As such, proposers are cautioned to budget adequate time to ensure that their proposals are delivered at the location designated at or before the deadline set forth above. Proposers are cautioned that matters including, but not limited to, traffic congestion, security measures and/or events in or around the TOF Town Hall, may lengthen the amount of time necessary to deliver the proposal, whether the proposal is submitted in person.

By submitting a proposal, proposers certify that such proposal constitutes their full and complete written response to the SOQ and evidences their acknowledgement that additional written material outside of such proposal shall not be considered by the Town in connection with this SOQ, unless the Town provides a written request that they submit additional written materials. Absent such written request, proposers are instructed to not submit to the Town written or other materials outside of the proposal, either in a subsequent interview or otherwise.

Any SOQ received after that time will not be opened or considered and will be returned to the submitter. SOQ information shall remain confidential. The Town of Florence reserves the right to reject any and all SOQs and to re-solicit or cancel this solicitation if deemed in the best interest of The Town of Florence.

The Town of Florence will use the Town of Florence's Contract Documents boilerplate contract as a minimum. The contract is available upon request.

Respondents shall indemnify and save harmless the Town of Florence and any of its departments, agencies, officers, employees and representatives, Town of Florence, and the Engineering firms, from all damages, claims or liabilities and expenses (including attorney's fees) arising out of or resulting in any way from the use of information provided. Interested parties intending to submit Statement of Qualifications are hereby notified that The Town of Florence will make no reimbursements for any costs incurred prior to issuance of a formal "notice to proceed." All documentation provided is for informational purpose only and not intended for construction. The selection committee may consist of, but is not limited to representatives of the Town of Florence's Engineer, and Town Manager, the project manager, and senior management personnel from a licensed Engineer and/or engineering firm.

After the selection committee reviews the Statements of Qualifications, the panel may conduct interviews. Based upon the combined scores from the SOQ review and interviews, three to five firms will be added to the Town's on-call list for consideration for upcoming projects. The term of the on-call list shall be for an initial three (3) year period with the possibility of two (2) one year extensions, for a possible total of five (5) years.

***Selections and contract awards are subject to the approval of The Town of Florence Council.***

### **Evaluation Process and Selection Criteria**

All proposals meeting the requirements of this SOQ shall be reviewed and rated by an evaluation committee according to the following criteria described in Section 4.

Selected proposers may be contacted to arrange in-person interviews with the evaluation committee. The evaluation committee will make the final recommendation for selecting the consultant. All recommendations are subject to the approval of the Town Engineer, the Finance Director, the Town Manager, and the Town Council.

Proposers are advised that all documentation submitted in response to this SOQ will be considered property of the Town of Florence and may become available to the public as a public record and be released without further notification. Any information that the proposer considers confidential should not be submitted with the proposal.

The right to reject any and all proposals shall, in every case, be reserved, as shall the right to waive any informality in the proposal when to do so would be to the advantage of the Town.



## STATEMENT OF QUALIFICATIONS SCORING

A firm will be selected through a qualifications-based selection process. Firms interested in providing professional services must submit a Statement of Qualifications (SOQ) that addresses the following issues:

### 1) General Information

(0 – 5 points)

- a) The Transmittal Letter shall;
  - i) State that all information and statements contained in the Proposal are current, correct and complete
  - ii) The Proposal is provided without collusion or fraud
  - iii) Contains a listing of all firms, which are part of the Respondent's Project team and designate a contact person for all communications to and from the Town of Florence

### 2) Experience and Qualifications

(0 – 35 points)

- a) Identify at least four comparable contracts the firm has completed (one of which should be a municipal contract) Special consideration will be given to firms that have provided services for contracts with similar scopes of work
- b) For each comparable contract identified, provide:
  - i) Services provided by the firm (specify agency or entity that contracted for the services provided by your firm)
  - ii) Project Owner contact information
  - iii) Reference information (two names with telephone numbers per project)
- c) Identify the location of the firm's principal office, and percentage of the work to be done locally

### 3) Experience of Key Personnel

(0 – 30 points)

- a) List Key Project Team Members. Describe their availability to the project, their roles, and their overall qualifications to fulfill their roles
- b) Identify the home office (city & state) location of key staff on this project and their length of time with the firm
- c) Include experience and qualifications of key personnel from any proposed sub-consultants

### 4) Understanding of the Project and Approach

(0 – 30 points)

- a) Identify specific challenges which, based on the experience of your firm, might be anticipated on this project based on the scope of work outlined above
- b) Describe your firm's project management approach, coordination, cost controls, work quality, and timelines on similar types of work

## SELECTION PROCESS & TENTATIVE SCHEDULE

A Selection Committee will evaluate each Statement of Qualifications (SOQ) according to the above criteria. The Town may conduct interviews following the evaluations of SOQ's.

SCHEDULE	
SOQ'S Due	<b>OCTOBER 7, 2019</b>
Interviews (if necessary)	<b>TBD</b>

## SOQ & INTERVIEW CRITERIA AND WEIGHTED SCORING

The SOQ weighted scoring (100 points per firm, maximum) is only used to determine the firms that will be invited for interviews. The interviews will have a separate weighted scoring (100 points maximum as determined by the Selection Panel), as listed in the following table that will be utilized to create a single final on-call list.

Interview Weighted Scoring Criteria	
	Maximum Points
1. Presentation	
• General Information	10
• Experience & qualification of the firm/team	15
• Experience of key personnel to be assigned to project	20
• Understanding of the project & approach to the project	25
Total Presentation Points	70
2. Questions & Answers related to presentation criteria above	20
3. Overall evaluation of the firm/team and its perceived ability to provide the required services	10
Total Points for Interviews	100

## GENERAL INFORMATION

1. **Instructions.** The Town of Florence shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications will be in the form of an addendum, which will be furnished to all registered Statement of Qualification holders.
2. **Protest Procedure.** The Town of Florence Purchasing Policy and the Protest Procedure contained therein shall govern all protests for this request for Statement of Qualifications. The Protest Procedure is available upon request.
3. **Town Rights.** The Town reserves the right to accept or reject any or all SOQ's, waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQ's received.
4. **Contact with Town Employees.** All firms interested in this projects (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including, but not limited to, the evaluation panel, the Town Manager, Deputy Town Manager, Department Heads and other staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process must only be addressed to the authorized representative identified below.
5. **Questions.** Questions pertaining to the consultant selection process or contract issues should be in writing via email to Susan Jonas, Public Works Administrative Assistant, at [susan.jonas@florenceaz.gov](mailto:susan.jonas@florenceaz.gov).
6. **Instructions.** The Town of Florence shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications will be in the form of an addendum, which will be furnished to all registered Statement of Qualification holders.
7. **Protest Procedure.** The Town of Florence Purchasing Policy and the Protest Procedure contained therein shall govern all protests for this request for Statement of Qualifications. The Protest Procedure is available upon request.
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protect the integrity of the selection process. All contact on this selection process must only be addressed to the authorized representative identified below.

10. **Questions.** Questions pertaining to the consultant selection process or contract issues should be in writing via email to Susan Jonas, Public Works Administrative Assistant, at [susan.jonas@florenceaz.gov](mailto:susan.jonas@florenceaz.gov).

## PROPOSAL CONTENT

The following items shall be included in your proposal:

1. Cover Transmittal Letter - Provide a narrative which introduces the firm and team highlighting the special strengths of the firm to perform the work requested in this SOQ. The letter should be signed by an authorized principal of the proposing consulting firm.

2. Firm Qualifications - Experience and References Provide a narrative describing the firm's qualifications to perform the project work, including:

A. Professional Capabilities;

B. Project Mix/Client Mix;

C. Litigation brought by or against the firm in any U.S. jurisdiction in the last five years. Provide information regarding causes of action and current status or final resolution, as applicable; and

D. Provide information regarding any changes or trends in items A-C over the last five years (e.g. company acquisitions, organization size, etc.). Please provide a narrative describing your firm's experience in providing relevant engineering services for CIP, MIP, and Aesthetic Mitigation programs of a similar nature or other relevant public works programs. Additionally, include a narrative of your firm's ability to provide graphic and visual aids. Please provide past relevant experience and at least three client references. List references for projects in which your firm provided services of a similar nature as requested under this SOQ. Provide scope of work, total compensation paid, and term of contract.

Provide the requested information in the following format:

A. Project name and description;

B. Firm's scope of work or role on the project;

C. Client name and address; and

D. Client contact information (Full name, title and telephone number).

Identify any members of your proposed team, including proposer's firm and any subconsultant firms who are former Council members and/or Town employees, provide their name, proposed team position, and their past position and years of employment/appointment with the Town. If your proposed team does not have any such members, please include a statement in your proposal so stating. Proposers are advised that it is a proposer's obligation to determine whether any conflicts of interest exist for their team members and the extent to which those conflicts need to be resolved or disclosed prior to engaging in business with the Town.

### 3. Project Organization, Personnel and Staffing

Please provide the qualifications and experience for the following positions, with particular emphasis on each individual's experience in providing engineering services for CIP, MIP, and Aesthetic Mitigation programs of a similar nature in either a port environment or other relevant public works programs:

A. Principal in Charge;

- B. Project Manager;
- C. Key technical personnel; and
- D. Staffing Level/Organizational Chart.
  - Include names, titles, licenses, certificates, fields of expertise, and relevant experience for all proposed personnel and staff.
  - Services proposed to be provided.
  - Sub-consultants required to perform proposed services.
  - Team Organization, including project role/function chart.
  - Total relevant human resource availability throughout agreement term (anticipated to be at least three years), particularly for the project manager and key personnel.

#### 4. Project Management

Describe how your firm intends to manage all aspects of the work to be performed, including schedules for completion of tasks/subtasks, procedures for scheduling and cost control. The Project management proposal must include:

- A. Overall project management approach and methodology.
- B. Schedule, quality, and cost control procedures.
- C. Project tracking and performance monitoring procedures.
- D. Project progress reporting procedures.

## SOQ SUBMITTAL CHECKLIST

It is the Engineering firm's responsibility to be thoroughly familiar with all requirements and specifications. The following checklist is provided as a courtesy only and is not binding upon the Town nor does it modify, in any way, the terms or requirements of this, any applicable statutes, rules, regulations, or the Town's purchasing policies.

- ☐ The SOQ Schedule has been signed by an authorized representative of the firm. Unsigned SOQ's will not be considered.
- ☐ The SOQ Schedule has been fully completed, including prices offered (and any alternatives) has been filled in and reviewed for accuracy.
- ☐ Any addenda have been reviewed and acknowledged on the form included in the SOQ. It is the Consultant's responsibility to obtain all addenda relevant to this solicitation via the Issuing Office or other means.
- ☐ The List of Subcontractors has been fully completed and executed by Consultant and reviewed for accuracy.
- ☐ Consultant has reviewed all instructions, terms and conditions, and specifications to ensure your response fully complies.
- ☐ Any required samples, descriptive literature, or enclosures have been included, if applicable. (Identify samples and Consultant's name and solicitation number.)
- ☐ The SOQ package and/or envelope have been identified with Consultant's name, SOQ number and SOQ title.
- ☐ The specified number of copies of Consultant's response has been included. 1 Original signed – 5 Copies.
- ☐ Insurance requirements have been reviewed and can be fully complied with.
- ☐ SOQ Schedule
- ☐ Organization Profile
- ☐ The W-9 Form is complete and included.
- ☐ Experience and Capacity Questionnaire
- ☐ Experience References
- ☐ Resumes
- ☐ Key Personnel Proposal
- ☐ Acknowledgement of Agenda
- ☐ The Resolution of Board of Directors for corporate Consultant has been fully executed and included, or other proof of authorization required under the SOQ has been included.
- ☐ The Non-Collusive Certificate has been executed and included.
- ☐ The Deviation / Compliance Certification Form has been executed and included.
- ☐ The Participation in Boycott of Israel Certification has been executed and included.
- ☐ The Demonstrating Lawful Presence has been executed and included.